

BOARDING HOME REQUEST FOR DOCUMENTATION

BOARDING HOME NAME:	LICENSE NUMBER:
INSPECTION DATE:	LICENSOR NAME:
Inspection Type: <input type="checkbox"/> Initial <input type="checkbox"/> Full <input type="checkbox"/> Follow up <input type="checkbox"/> Monitoring <input type="checkbox"/> Complaint: # _____	

Licensee/Administrator: Please provide the following information/documentation to the licensors:

At the beginning of the inspection:

- Complete list of residents (Attachment C or facility list of residents).

At the end of the tour:

- A completed resident characteristic list (Attachment D).
- Complete list of staff with names, position title and hire date (if hired in last year) (Attachment K).
- Disclosure of services provided.
- Location of the resident records, including negotiated service agreements.
- Location of personnel files, including orientation, CPR, First Aid training, TB testing, background inquiry information, basic or modified training, food handler cards, continuing education and specialty training as required.
- Request for specific resident and staff records will occur during the inspection.

*Further records and information may be requested by the licensor during the licensing inspection process.
Thank you for your assistance.*